



COUNTY OF BAY

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REPORT TO THE COUNTY EXECUTIVE **FOURTH QUARTER 2005**

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 4th quarter of 2005:

- Participated in labor-management negotiation meetings.
- Continued in the process of formulating a Business Recovery Plan as part of the SunGard Pre-covery software package, which will provide immediate response and subsequent recovery from any unplanned business interruption. We are in the beginning stages of compiling this county-wide plan.
- Chaired the Local Planning Team meeting and developed a list of issues to be addressed and prioritized in order to better meet the long-range planning needs of Bay County, utilizing funds provided by the FY 2005 State Homeland Security Grant.
- Led the Homeland Security Team meeting with key departmental emergency responders. Gaps were identified in our emergency preparedness capability which will be the focus for improvement in the new year.
- With the cooperation of the MSU Extension office, NIMS and NRP training continued through the end of 2005 with the computer lab being made available in to any and all emergency responders requiring instruction and testing of the NIMS and NRP.
- Chaired Juvenile Home Core Team meetings and conducted separate meetings regarding the Juvenile Home budget and personnel issues.
- Facilitated meetings with Health Department in furthering their web development.

- Participated in bi-weekly Executive Team Quadrant Meetings.
- Assisted the County Treasurer and other staff members in developing e-government Intranet applications that would be used in conjunction with credit card payments. Met with financial representatives that could handle this application for the County.
- Met with staff regarding improvements to the 911 radio system; housing rehabilitation; fairgrounds camp license agreement; and work redesign for greater efficiency.
- Sadly, bid farewell to my faithful assistant, Marie Bodrie, as of January 9, 2006. Marie will become a full-time care-giver for her grandchildren in 2006, and we wish her well.

Buildings & Grounds Division:

Eliminated approximately half dozen unused phone lines that were purchased from LDMI.

- Ran ten (10) CAT5 computer lines (6 for Finance and 4 for Clerk's office), terminated, tested and labeled.
- Tested flow switch, tamper switches, smoke detectors, and pull stations for the County Building.
- Poured concrete slab for rain run off by the 911 Generator area.
- Removed over-grown bushes in front of 911 Building and replaced with new landscape bushes.
- Set 20 ton condensing unit on Health Department roof top.
- Reconstructed security fence at 911 Tower (11 Mile & Seidler).
- Varnished and finished trim work in mediation room at Court Facility.
- Completed painting for entire Clerk's office.
- Painted several areas in Records Department at LEC.
- Painted back entrance area to County Building.
- Installed fiber optics cable in County Building, LEC, and 911.

- Replaced gaskets on boilers at Center Ridge Arms.
- Repaired and prepped (changed oils and lubricated) snow plows.
- Recreation staff replaced head gaskets on electrician's truck. Saved County an approximated \$900.00 in labor. Performed multiple maintenance and repair on pick-up trucks.
- Re-graded lawn at Canteen for better drainage away from building.
- Constructed new entrance, storage room, and two DOA offices at Canteen - approximated 760 Sq. Ft. All electrical has been installed. Complete duct work and furnace has been installed. Drywall has been hung and addition has been primed and painted.
- Remodeled bathroom/made handicapped accessible for DOA meal site at Pinconning VFW Hall.
- Cut down fallen tree at Fairgrounds due to storm and repaired roof damage on Quonset Hut.
- Repaired horse barn door damaged from wind storm and speakers that were falling off poles at Fairgrounds.
- Replaced about 60' of storm drain tile at Auburn Home that was plugged with tree roots.
- Replaced storm drain tile with new that was crushed at Fisher Home - approximately 75'.
- Flooded three (3) ice rinks for season ice skating.
- Completely redesigned logo and flyer for Pinconning Park Campground.
- Worked on Marketing/Advertising for the Pinconning Park 2006 season sales.

"COMMUNITY CENTER"

- Adult Men's & Women's Volleyball League began with each one having over 250 participants.
- Men's Basketball League began in December with over 500 participants.
- Christian Fellowship League Basketball began in December with over 125

participants.

- Held Salvation Army Thanksgiving Day Dinner - served over 350 people.

Emergency Services

- Proceeding with evaluating and distributing equipment purchased under the \$700,000 Homeland Security Grant.
- Finished credentialing Health Department employees, using the Fire Trax Accountability System.
- Completed installing updated version of Fire Trax software.
- Submitted the final design of new Incident Command and Communications trailer for Bay County to Specialty Vehicle Solutions. Construction has begun.
- Over 144 county and city employees, who play a critical role in emergency management, have passed the new FEMA independent study courses, required by the State of Michigan. This is up from 30 employees last quarter.
- Received accolades from the State of Michigan for our proactive effort in securing county-wide NIM's preparedness.
- Received a 2005 National Association of Counties Achievement Award for "Cooperative Local Planning at Local Port Facilities".
- Performed a tornado safety walk-through at Cramer Junior High School in Essexville.
- Performed a tornado safety walk-through at the Pineview Towers. Participated in a safety preparedness class, which was held for its tenants. Also demonstrated the Evacu-Trac emergency evacuation chair.
- Hosted the Third District Volunteer Recognition Dinner, held at the Doubletree Hotel.
- Developed a news release for the new public warning strategy in Bay County.
- Presented the County's public warning strategy to the Bay City Commission.
- Completed distribution of All-Hazard radios to designated recipients in Bay County. Over 140 radios were distributed under this grant-funded program.

- Developed wallet-sized emergency contact lists for County officials and the Buildings and Grounds Division employees.

Information Systems Division - Departmental Projects

- iSeries received and have installed the new machine on our current network. System has been tested and all departments have tested their applications. We encountered a problem with the TWINAX connectivity to a number of printers and terminals in Finance, County Clerks office and the Court offices. TWINAX is an outdated connectivity solution and we replaced all TWINAX devices with the proper network connectivity. Due to this obstacle, we have moved the Go-Live date to January 13, 2006.
- Monitor Township Fire Department connection to the County network, namely, the 911 system has been working with no problems or issues for the past three months. Will develop a schedule with SpeedNet and the staff of ISD to install the remaining fire departments and townships that utilize the Rip and Run reports. Also of note, we will take a PC that was returned from the role out of the new machines which will allow them access to the 911 system for their precinct only. Monitor Township has this capacity today and they are pleased with the results.
- Installed Fortinet appliance hardware/software for our Security-Cyberterrorism solution. The system is currently blocking Spam E-mails, Malware, Adware, Spyware, any known viruses (Antivirus) which the system (Fortinet) is updated on the hour with new outbreaks and any cyberterrorism threats. Iprism is still being utilized for the Web filtering solution.
- In monitoring the traffic of the Internet sites utilizing Iprism, we encountered a few sites that were not suitable for a business environment. Therefore, after discussions with the County Executive, Assistant County Executive and the Director of Human Resources, the decision was reached to block these sites from access to all Bay County employees. We have not received any complaints and for the most part, the reduced activity on the Internet has assisted in the overall County network performance. Note: We have opened a few of these sites through individual requests that they need access to perform their day- to-day activities.
- Installed the 70 Dell Personal Computers at the sites that requested the new machines. To date, we have encountered only a handful of issues with the new equipment and the results are that we have less issues with the older machines and productivity per user has increased.
- Began discussion with the Xerox representatives with regards to the renewal of the contract which will expire at the end of 2006. More to follow in the first quarter of 2006.

- Fiber is being installed by Building and Grounds and with the approval of the Network upgrade proposal will be in the position to tap into the new fiber in the first quarter of 2006.
- The Board received and approved the proposal of the Network upgrade at the December 2005 Board meeting. Before proceeding with the solution, we are researching the possibility of introducing Voice Over Internet Protocol for our current phone system. If the results from this study reflect positive savings for the County, we will present the proposal to the Board (if for nothing more than the fact that we researched the issue and arrived at a cost estimate). Note: the switches that we are purchasing to replace our current switches are not VoIP equipped. The additional cost would be roughly 30 % to have these switches VoIP compatible.
- Purchased a new server to host our NetWare software which is the networks work horse for directing and moving data throughout our system. We currently have a 733 machine which is over 6 years old and is a bottleneck to our current operations.
- We encountered a fatal hardware error on our Groupwise server and utilized a server that we purchase at the beginning of the year for the District Court application. We contacted Judge Alston for his approval to utilize this equipment and he gave us the go ahead. Before the end of the year, we purchased a new server to replace the server that was planned for the District Court application.
- Retrieved all reel-to-reel tapes that contained financial information dating back to 1990 from the vault on the ground floor and converted these out dated tapes to cartridge which is a more reliable long term storage solution.
- Revisiting and re-engineering our off site backup and storage of the media in a secure location. Currently, all media is being stored in the basement vault and we have encountered read errors on a few of the older tapes. This may be a combination of moisture and dust particles affecting the media.
- Changed dog/cat license program so that 3 year licenses can be sold. Changes made to merge the last year file and current file into the main master file. This will assist with further maintenance activities. In addition, the monthly processing will run the auto procedure to update records using expiration date to either mark the record to last year, or dropping (deleting) record.

Systems and Programming

Program Requests

Open requests		87 (17 with a status of Sunset)
Closed requests	20	
New this quarter	21	

Financial Activity

- Minor fixed asset depreciation changes
- Testing completed on health & life insurance rate mass changes
- Forward employee lists to Delta & YMCA
- Assisted in modifications to dog & cat licensing process
- Further modified W-2, federal & state income reporting process
 - New laser printed W2's for employees
 - New W2 form for Personnel retention
- Various maintenance requests: Circuit Court, District Court, Finance, Payroll, Prosecutor, Personnel, Insurance
- Preparation for iSeries conversion
- Completed year end process for Finance & Payroll
- Bi-weekly payroll duties
- Help desk duties
- General office duties

Changed the regular A/P checks run - to check if it been submitted already.

On common bank - display screen message, if trying to access and month end is not completed.

Changed the way update budget preparation for commissioner recommended is entered. Had to enter each and every line item, then amount. Changed so that just fund/activity is entered, then all line numbers are displayed. Where than amounts could be entered or changed. Also columns for department request, finance review and executive recommended will be displayed, giving the user a much more overview of the budget. To keep thing unified the executive and finance program where also done. A subtotal display screen was also added.

Wrote new program for Bob Redmond, to have the option to inquiry revenue/expenditure history of the forecasting file.

Changed equipment master program when doing a transfer of PC equipment to another dept or location automatically issue an asset transfer notice form.

Changed dog/cat license program so that 3 year licenses can be sold. Change so that last year file and current file are combine into main master file. This will be easy to maintain. Every month the auto run procedure to update using expiration date to either mark the record to last year, or dropping (deleting) record.

AS/400 to I series conversion problems :- Signatures. Fonts, length of form.
When the new I-series is installed, the data (payroll and budget year end data from previous years) on the 2.5GB cartridge and reel tapes will not be retrievable.

Took all payroll and budget year end tapes (reel and 2.0G) and duplicated them to a 20G cartridge.

Changed from magnetic tape to FTP file. At budget month end and payroll quarterly, there are reports that are written to magnetic tape and then sent to CSC group by mail. Then the CSC group will format these files to microfiche.

Eliminate microfiche files on magnetic tape, instead setup to FTP files to CSC group. All FTP files will be encrypted before they are sent. Install encrypted software. This is basically done, the last two months have been transmitted this way. All that is left to do is 1) place the PGP software on Kathy B. PC 2) set the file rights correctly and 3) some kind of documentation on how to processing this every month.

* small program changes are not included.

Health Department

- Administration - Order office supplies. Cover Help Desk calls. Maintain time logs. Process mail.
- New/updated programs to update MSS/ISS Visit file from services entered. Updates number of visits taken and last visit date, which are used in various reports.
- SAMSA Health Department project- Test and put into production Health Plus electronic claims programs/files. Had "trigger" programs removed; these programs were used to update the old files so that the old programs could still be used. Programs in use have been updated to use the new files.
- Various queries for clinic information.
- New/updated programs to print list of closed visits by insurance for MSS/ISS. Also, removed Visit file from billing programs - authorization number was no longer needed.
- Updated program to use new files for Immunization for report of children in a specific age group.
- Miscellaneous Health department problems and questions. Reviewed Medicare and Medicaid web sites for new/updated information.

- Changed various Menus to add/remove options.
- New/update programs to use new files for DOA personal services.
- Added new procedure codes, diagnosis codes, and charges for various clinics.
- Tested Health Dept. programs on iSeries. Checked for special fonts for printing.
- Worked with Judy Condon on Medicaid and other insurance claim problems
- Ran queries for MSS/ISS for Finance (Louis) to update financial ledgers. Helped with posting to the old ledgers. Review ideas for new financial reporting.
- New/updated programs for Children's Special Health Care Services.

Technical Operations

- Ghosted, prepped and installed 70 new Dell PC's ordered in September
- Tested and resolved TCP/IP printing for new I-Series on printers currently printing through twinax
- Formatted and prepped 20 PC's to replace twinax terminals and printers for new I-Series
- Installed 15 of above mentioned PC's in court facility to replace twinax terminals and printers
- Completed hardware/software purchasing for end of grant cycle 9-30-05
- Completed hardware/software purchasing for end of fiscal year 12-31-05
- Installed new rack and cleaned Data Center in 911 in preparation for new I-Series
- Successfully installed PC and VPN connection for Monitor Township for Rip and Run printing

Solution Area Planner:

The Fiscal Year 2004 Homeland Security Grant (\$672,993) has been extended to 2/28/06. The LPT (Local Planning Team) has prioritized the needs of the First Responders and reallocation of funds. The funds are being spent as allowed by the grant and directed by the LPT. The Incident Command Trailer was moved to the FY2005 grant and some 800 MHZ radios pulled forward to the FY04 grant.

Reimbursement for the FY2004 grant is being prepared and will be submitted also.

The FY2005 State Homeland Security Grant Program(SHSGP) for \$659,173 has been announced and the LPT has met to prioritize projects for submission. The grant is \$480,642 for State Homeland Security (SHSP) and \$178,531 for the Law Enforcement Terrorism Prevention Program (LETPP). The grant has been awarded and the grant period is until January 2007.

The Local Emergency Planning Committee (LEPC) applied for and was awarded the Hazardous Materials Emergency Planning grant for \$1,725. Bay County has budgeted \$751 for mailings, publishing the required legal notice, printing, office supplies and conference expenses. To qualify for this grant, ten new plans will be submitted and five will be reviewed and updated.

Another grant was applied for and awarded for the CERT (Community Emergency Response Teams) in the amount of \$45,285. This grant will be used for CERT response kits, IDs and databases records, and training the community volunteers.

CORPORATION COUNSEL

During the last quarter of 2005, the Department of Corporation Counsel continued usual duties of drafting agreements and researching issues for elected officials and departments. Realignment of staffing occurred when Marie Hayes was appointed Director of the County Housing Department with Debra Russell assuming additional responsibilities for the County Executive and supervising new employee Debbie Rogers in the County Executive's Office. An appraisal of the County's market property was prepared with consideration as to future use of that property. Review of numerous grant agreements was completed.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT:

Gypsy Moth

Egg Mass Surveys:

Over 500 egg mass surveys were conducted on approximately 40,000 acres throughout the county. 1876 acres of wooded areas in 29 locations spread throughout the County qualified for inclusion in the Michigan Department of Agriculture's Gypsy Moth Suppression Program. These areas are in Bangor, Beaver, Fraser, Garfield, Gibson, Hampton, Kawkawlin, Monitor, Mt Forest, Pinconning and Williams Townships. These spray blocks were delimited using the 40th acre plot survey method in accordance with Michigan Department of Agriculture (MDA) requirements. Maps of these sites were submitted along with our Proposed Budget and Plan of Work to the MDA the first of December. The

gypsy moth population throughout the rest of Bay County continues to be low though it appears that we are beginning an outbreak of Gypsy Moths .

Proposed Spray Blocks:

The proposed spray blocks were digitized to better estimate acreage and to create the maps submitted with the grant package.

MDA Grant:

MDA grant program documents were also reviewed and sent to Marty Fitzhugh, Corporation Counsel, for final approval so they could be submitted to the MDA as part of our grant application.

Emerald Ash Borer:

The Emerald Ash Borer still has not been found in Bay County by either site visits made by program staff or through the trap trees monitored by the MDA.

Mosquito Control

Season Wrap-Up:

We wrapped up our season on October 14th with an end to official control operations. Since then we've been busy with paperwork, cleaning, inventories/re-ordering and repairing equipment.

2005 Annual Report:

We completed our 2005 Annual Report and presented it to the Mid-Michigan Technical Advisory Committee on December 7, 2005 and copies were given to each of the county commissioners. During the Technical Advisory Committee meeting, regular updates from Bay, Midland, and Tuscola county staff were given, as well as Sims and Whitney Townships (Arenac County).

2006 Chemical Order:

Our 2006 chemical order was compiled and bid specifications were sent out to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland in January and vendors will be notified.

Community Outreach:

We continue our community-outreach efforts, which include presentations at local elementary schools and planned updates and changes to the mosquito control web page.

Michigan Mosquito Control Association Annual Conference:

We will be attending our 72nd Annual Conference of the Michigan Mosquito Control Association, February 26th – March 2nd, 2006. We will take this opportunity to network with vector control professionals, researchers and

educators from around the world to discuss the science, technology and products used to conduct research and control vectors. Our attendance at these conferences is very beneficial to our program, keeping us updated on “what’s new” in the mosquito control industry. Presentations are given from a variety of people involved in new control materials, procedures, technologies, and research.

2006 Season:

We continue to work on plans for the 2006 season with a major emphasis on expanding public outreach efforts through Bay 3 TV.

Soil Erosion

This year there were 123 permits issued, compared with last year we issued 133 in Bay County. This small variance occurred as home building slowed in the last quarter.

Geographic Information Systems (GIS)

- Complete the 2005 Tax Parcel updates
- Review different Internet Mapping options for Bay County GIS
- Update the Bay County GIS Package with new data and a new program
- Update the GIS computer program from ArcGIS 8.3 to ArcGIS 9.1
- GIS Mission Statement
- Prepared township maps for each unit, highlighting parcels, flood plain, soil types, and wetlands
- Miscellaneous GIS Mapping and Data Requests including but not limited to:
 - a. Various Map requests by private individuals
 - b. Compiled GIS data for Drain commission
 - c. Maps for Bay Future on Marquette Industrial Park and Valley Center Tech Park
 - d. Division on Aging Maps
 - e. GIS Tech support
 - f. Fraser Trail Map
 - g. Mosquito Control West Nile Map

Transportation Planning

- Travel Demand Model base year data:
 - Completed information on Special Generators for use in the model.
 - Began collecting Future Data over the next 30 years for the model.
- Updated and submitted Bay County Highway Performance Monitoring System (HPMS) data
- Attended Local Traffic Count Program Workshop and prepared local count location information for HPMS updating and submitted changes to the CGI Framework

- FHWA Workshop on Economic Analysis for Highway Decision Makers
- Calculated Bay City Traffic Counts AADTs
- Truck Route Map
- Compiled and published BCATS Annual Report
- Attend MDOT Listening Session on 2006-2010 plan
- Attended Monthly Michigan Transportation Planning Directors meetings
- Attended monthly Center Avenue Heritage Route Trust meetings
- Started review of time line for the 2035 Long Range Plan development process
- Held two BCATS Technical and Policy meetings

FINANCE DEPARTMENT :

Payroll

Processed grant closing journal entries.

Prepared spreadsheets and reviewed information pertaining to negotiations.

Participated in meeting with Sheriff, CFO representatives and Personnel Director re: part-time CFO benefits

Jan O'Leary and Sue Gansser prepared a wage report for the 1st quarter of 2005 for health department personnel which was submitted to Larry Berra for the final review of the home health program.

Successfully ran a test payroll on the new i-series mainframe.

Health Insurance

Health Insurance open enrollment was conducted for all active employees from November 8th through November 15th and for retirees from December 2nd through December 12th.

Met with PEBS representatives re: 2006 Blue Cross renewal.

Medicare Part D: Submitted on-line registration for Medicare Part D subsidy; Mailed "creditable coverage" notices to retirees; Distributed "creditable coverage" notices to active employees.

Registered with Blue Cross to begin Internet- based management of health insurance records.

Flexible Spending Plan

Open enrollment for the flexible spending plan was conducted from November 2nd through November 22nd.

	Number Before Open Enrollment	Annual Contribution	Number After Open Enrollment	Annual Contribution
UNREIMBUR. MEDICAL	81	\$88,549	77	\$79,702
DEPENDENT DAY CARE	5	\$19,980	6	\$25,300

There were 17 new enrollees; 6 who were hired in 2005 and became eligible in 2006 and 11 employees who decided to enroll in 2006. Five employees who enrolled in previous years either quit or retired in 2005. The remaining just chose to not enroll in 2006.

401K

Began to submit employee 401k contributions to Nationwide on-line utilizing their "Fast Pay" program.

Retirement:

Interviewed applicants for 10 hour per week clerk position. Position was awarded to Naomi Wallace.

Danean Wright worked with Cindy Luczak and Patty Shorkey to prepare for and to conduct an election for the Trustee representative of the General group. There were two candidates; Kevin Ayala and Bill Deaton. Bill Deaton was elected. One hundred and forty one employees participated in the election.

Interviews were conducted over two days for governmental fixed income and international investment managers. Contracts were awarded to: Baird Advisors (Governmental fixed income) and Schroder Investment Management (international SMID Cap Growth).

The Retirement Board of Trustees took action to end the system's contractual arrangement with Forstmann-Leff Associates and to begin the search for a Large Cap Growth Manager.

Distributed December 31, 2005 Summary Annual Reports to employees of all member groups and retirees.

Self-Insurance

Processed retroactive journal entry to reflect 2006 contribution rates to the self-insurance fund relative to workers' compensation, sickness and accident and

unemployment.

Extended contract with Cambridge for third party administrative services (workers' compensation) for 6 months. An RFQ for TPA services will be issued in March or April 2006.

General Administration

Mike Regulski and Sue Gansser worked on the reorganization plan for the Finance Department.

Danean Wright attended a satellite seminar at BAISD relative to the annual GAAP Update.

Accounting

Reorganization of Department.

Michael Regulski, Louis Long and Andrea Szymanski attended the 2005 Annual GAAP update held at BAISD.

Worked in conjunction with the Treasurers Office and the Sheriffs Department to establish a systematic reconciliation process for the "Due to others" in the Inmate Trust Fund.

Physical inventory and analysis of gift certificate program at Golf Course.

Participated in meetings regarding credit card acceptance by PayTRUST and VitalChek.

Budget

Preparation of the 2006 Adopted Budget was an important focus of the budget department in the fourth quarter of 2005, especially during the months of November and December.

During the months of October and November, those activities and funds dealing with grants having a fiscal year ending September 30 were closed out by accruing accounts payable, receipts and payroll in the same manner as that used to close out county financials in December

Some special projects have been completed during this quarter: preparation of the 2005-2006 Marine Safety Grant Application.

In addition, 2006 & 2007 General Fund budget forecasts were prepared during the 4th quarter.

Purchasing

- ◆ **RFP's/RFP's opened:** Mosquito Control trucks, Passenger Van
- ◆ **Drafted:** Laundry Equipment
- ◆ **Bids Sent out:** Passenger Van, Mosquito Control trucks
- ◆ **RFP's/RFP's under review:** Janitorial Supply
- ◆ **Bids Warded:** Mosquito Control trucks, Housing Rehabilitation Coordinators, Family Therapy, Passenger Van

HEALTH DEPARTMENT

Administration:

- Barb MacGregor, Joel Strasz and Marilyn Laurus all attended the Bay County Pre-Covery Training held at MSU Extension
- In December, the Health Department was successful in getting an agreement with the Helen M. Nickless Volunteer Clinic passed by the Board of Commissioners. This agreement provides clinic space in the Health Department for a volunteer Nurse Practitioner to provide breast and cervical screening to Bay County women with no insurance coverage.

Maternal & Child Health Services:

Of 107 referrals received, 80 new clients were accepted for services in either the Infant Support or Maternal Support Programs.

Highlights from the Quarter:

- Jennifer Don and Amy Revette attended the Michigan Maternal Infant Health Plan Annual Conference in October.
- Mary Van Wert, RN commenced employment as the MSS/ISS Nurse in December.

Animal Control Division:

2005 has been very busy for Animal Control. With speaking to other Animal Control Departments in Michigan, it sounds like things paralleled across the State: tons of complaints; cats, cats, and more cats; and hardly any puppies. We're all wondering what gives with that and none of us have the answer.

Officers have removed 836 animals from the roads; 278 cats, 512 dogs and 46 others. At the counter, staff has received 3,239 animals; 2,070 cats, 1,054 dogs, 46 of other species and 71 to be euthanized. A total of 4,078 animals have entered our shelter: 2,369 cats, 1,054 dogs and 94 others of a variety of species. Other species includes

animals such as hamsters, cockatiels, chickens, pigs, wild and exotics. Four thousand twenty-one animals were received at the shelter in 2004.

Two hundred fifty-five cats, four hundred dogs and twenty-three other critters have adopted new families. Fifty-eight cats and four hundred dogs found their lost owners. Unfortunately, it was necessary to euthanize two thousand seven hundred and thirty-three animals this year: 1,949 cats, 731 dogs and 53 of other species.

Animal Control has responded to 3,728 complaints. This number reflects only those calls where an Animal Control Officer was dispatched. Clerks take the complaint, log it into the data base and dispatch it to an Animal Control Officer. The responding ACO investigates the concern. After responding to a complaint, the Officer is expect to complete any reports or logs as it would relate to the call. Some of the concerns responded to were: 447 barking, 32 attacking, 219 sick/injured animal, 333 bite complaints, 1,280 loose animal, 424 cruelty, 510 requested animal pick-ups, 38 assistance to police, 299 aggressive animal, 7 killing of livestock or pet and 88 after-hour emergencies. Areas heaviest in complaints are Bay City (east) with 1,380 complaints, Bay City (west) with 639 complaints and Bangor Township with 289 complaints.

Individuals called the Department to report 365 lost animals and 117 found animals.

Education remains a very important part of the services given through Animal Control. Everyone in the Department is involved. Custodians speak with people about care of animals and temperaments. Clerks speak with the public about how the Department can help resolve their issues. Officers attempt to educate owners about non-compliance issues prior to law enforcement. Shelter tours and educational programs continue to be given. Desirable Dog Workshop continues to be popular with the general public. This program has been ongoing for 4 years now and has been very effective in keeping dogs with problem behavior in their homes by helping to resolve their behavior and/or control issues.

Staff has attended training regarding: Methamphetamines & Clandestine Labs, Disaster Training and Incident Command.

Emergency Preparedness Division:

October

- The Hazard and Vulnerability Assessment was submitted by Dominic Smith to MDCH OPHP
- Dominic and Barb MacGregor attended the Bay County Homeland Security Team Meeting

November

- Barb and Dominic attended the 3rd Annual *MDCH OPHP Emergency

- Preparedness Conference in Lansing
- Melissa attended the Region 3 Public Health *EPC Meeting in Midland
- Dominic assisted the County Emergency Management Coordinator in providing public information regarding an incident relating to a chlorine leak within the Bay County Department of Water and Sewer
- Melissa performed a High Test Alert of the Michigan Health Alert Network
- Melissa and Dominic attended the Bay County Pre-Coverly Training
- **December**
- Melissa attended the Region 3 Public Health EPC Meeting in Saginaw.
- Melissa attended the Avian Influenza Teleconference/Web cast
- Melissa attended a Regional 800 MHZ Radio Training
- Melissa trained three Bay Regional Medical Center staff on the Michigan Disease Surveillance System

In addition to the above, Melissa/Dominic also attended regular monthly meetings of the Region 3 Bioterrorism Defense Network Advisory Committee and participated in mandatory teleconferences with MDCH OPHP.

*MDCH: Michigan Department of Community Health

*OPHP: Office of Public Health Preparedness

*EPC: Emergency Preparedness Coordinator

Children's Special Health Care Services:

Monday, October 31, 2005, Judy McGee made a presentation on the Children's Special Health Care Services program at the in-service that was held in the Bay City Room at the Bay-Arenac ESC. Information was shared with approximately fifty participants from many different agencies present. Pamphlets were available and time allowed for questions from the participants. It was a wonderful opportunity for outreach and to promote public awareness for CSHCS (Children's Special Health Care Services).

November 10, 2005, Judy McGee attended the Fall 2005 Meeting for Children's Special Health Care Services in Harrison, Michigan.

Environmental Health:

***These are Preliminary Numbers That Are Subject to Change**

<u>FOOD SERVICE</u>		<u>WELL, SEPTIC, & MISC.</u>	
Fixed Food Est. Inspections	138	Number of Parcels Evaluated	80
Mobile, Vending & STFU Inspections	26	Number of On-Site Sewage Disposal Permits Issued	23
Temp. Food Est. Inspections		Number of Alternative/Engineered Sewage Systems Approved	1

Follow Up Inspections	20	Number of Failed System Evaluations Conducted	11
Number of Plans Received for Review	6	Number of Complaints Regarding Sewage Investigated	4
Number of Plans Approved	5	Number of Well Permits Issued	15
Consumer Complaints Investigated	9	Number of Abandoned Wells Plugged	12
Food borne Illness Complaints Investigated	0	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	NA

October

- Robert Hill attended the “Planning for a Disaster Resistant Community” Conference in Lansing.

December

- Each Sanitarian attended the Southeast Michigan Environmental Health Association (SEMHA) annual conference in Frankenmuth.
- Barry Hugo and Dan Dicks attended training on updates for the SWORD Solutions Software in Lansing

STD/HIV/Communicable Diseases:

Number of Persons Receiving Services in STD/HIV Clinic	
October	47
November	39
December	30

Immunization Clinic:

Vaccination Type	Number Administered			
DTaP	188	176	170	534
Td Adult Only	55	45	65	165
HHib-Pedvax	229	300	239	768
Meningococcal Conjugate	56	75	5	136
Hib Hep B	108	32	1	141
Hep B (Pediatric)	51	172	10	233
Hep B (adult)	2	17	21	40
IPV Dose	131	105	139	375
MMR	175	86	53	314
Varicella	68	123	26	217

DT (Pediatric)	3	1	0	4
Pneumococcal Conjugate	11	1	50	62
Hep A (Pediatric)	2	0	2	4
Hep A (Adult)	1	0	3	4
PPD Intradermal	52	48	27	127
DTaP-Hep B-IPV	134	109	122	365
Influenza				1400
TOTAL				4889

Family Planning:

Number of Unduplicated Persons Receiving Services in Family Planning Clinic	208
Number of Encounters in Family Planning Clinic	842
Number of Unduplicated Encounters in Family Planning Clinic	194

October

- Sue Montei, Kathleen Trepkowski, and Eunice Wilson attended the Michigan Title X Family Planning Annual Conference in Traverse City. At this conference, Sue Montei made a presentation to the audience regarding Local Family Planning issues.

November

- Sue Montei and Kathleen Trepkowski participated in a statewide phone teleconference regarding upcoming changes to Medicaid eligible services under Family Planning.

Laboratory:

Number of Clients		Number of Tests	
October	320	October	510
November	325	November	460
December	245	December	375

October

- During October the Michigan Department of Environmental Quality provided a site visit to assess and accreditation to the Laboratory for Water Quality Testing services. The Laboratory exceeded each critical indicator and MDEQ granted the Laboratory accreditation status.

Women Infant and Children (WIC) Program

Enrollment	
October	3189
November	3123
December	NA

Division on Aging: _____

Bay County Division on Aging helped with set up and staffing two fall flu clinics, held on October 25 and October 27th.

The Division on Aging Volunteer Program participated in the October 22nd "Make a Difference Day", with a number of senior homeowners receiving the help of area youth to "Rake a Difference"

Three additional presentations (Hampton, Bangor, and Fraser) were scheduled in November and December with a representative of the Social Security Office to explain the new Medicare Drug Benefit to area seniors.

Flyers were distributed explaining the toll free number to call 1-800-803-7174 if a senior needed to set up an appointment to do a computer search for companies providing coverage for the drugs taken by the senior (new Medicare Part D). This process was delayed, due to problems with the website at the federal level.

Division on Aging worked with United Way to distribute invitations to a Guardianship/Other Legal Interventions Workshop that was scheduled for November 30, 2005 at the Lincoln Center. Information on Division on Aging services were included in the mailing to area churches. Approximately 50 family members and agency representatives attended the session, which was a collaborative effort involving members of the Human Services Collaborative Body, Lakeshore Legal Services, RSVP, Judge Karen Tighe, Dept of Human Services, and Bay Regional Medical Center.

In December a Dinner/Theater program was held in cooperation with the Bay City Players with 135 attending, and a holiday Dinner/Dance was held at the Canteen with 172 seniors attending.

Seventeen people were enrolled in Weight Training Exercise Classes for October and November. The Bay City Times provided a photo/caption and TV 3 taped a segment to promote future classes. Dates/flyers were distributed for the January/February classes.

Many hours were devoted to arrangements needed to move the Mt. Forest center to the VFW location and to close the Fraser Center at the end of December. Publicity and flyers on the relocation went out in December, following receipt of final approval.

The Building and Grounds Department continues to work on the addition at the Canteen. An Open House will be planned once the work is completed.

Final reports for the fiscal year, budget revisions to include the last Region VII grant award, budget revisions to reflect changes in the new FY 2006 contract, revisions to the county budgets, and revisions to the site agreements for 2006-2007 consumed staff time during the first quarter of FY 2006.

HOUSING DEPARTMENT - Center Ridge Arms:

Flu clinic was held in October for the residents and anyone from the public who wished to participate.

Director attended the NAHRO (National Association of Housing and Redevelopment Officials) conference, took the PHM (public housing manager) exam & was recently informed she had passed.

Parking permits were given to all residents who utilize the parking lot.

Life Choices seminar was presented to the residents in November. Hospice & legal aid representatives were here to inform the residents of free services available to them. A fire emergency and safety seminar for the residents was held in November with the Hampton Fire Department, a 911 representative and Paul Cormier from Emergency Services.

December found Center Ridge Arms alive with activity as three different groups from the community came in to provide the residents with sing-a-longs, Christmas tree decorating and fellowship.

Also in December, the Bay County Division on Aging was here to advise the residents on what services are available to them through the county agency and the volunteer opportunities available to them. This presentation was followed by the Region VII Area Agency on Aging to discuss the confusing world of the new Medicare prescription drug plans.

MSU EXTENSION:

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for the third and fourth quarter of 2004. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

Agriculture and Natural Resources –

The fourth quarter of 2005 included the harvesting of variety seed plots in Bay County. This year Bay County showcased corn, soybean, and cyst nematode resistant soybean seed plot varieties. The county, along with the Sugar Beet Advancement Committee had several sugar beet plots throughout the county. In addition, the Dry Edible Bean Commission had a dry bean variety plot. All the plots have been harvested and the data analyzed and sent out to the producers. The newly formed Agricultural Advisory Board for MSU Extension Bay County had its first meeting. They reviewed plot results and discussed educational programs that will occur in the 2006.

Master Gardener volunteers in Bay County did not slow down this fall, since October volunteers planted 100 mums at the Linwood northbound rest stop, planted additional spring bulbs at the garden areas at the Sage Library project, and adopted a new pocket park on the Bay City Riverwalk/Railtrail. Over one hundred volunteer hours toward horticulture education and beautification, or digging in the dirt, was provided to Bay County for this quarter. Of those 100 plus hours, 30 were spent at the Bay County building, the Health Department and court facility; 22 hours spent on the M-DOT, I-75 Linwood rest stop project; 68 hours were spent on projects at Bay County libraries. Seventeen hours were spent at the community vegetable garden project, which provides produce to low- to moderate-income county residents. This project is funded thru Mid-Michigan Community Action and Retired Senior Volunteers.

The Master Gardener Volunteer Program coordinator continues to bring educational and project opportunities to Bay County and Bay County Master Gardeners. Twelve people have achieved basic certification in 2005 by volunteering 40 hours to horticulture related projects. These projects ranged from information tables at Sage Library to showcasing the Master Gardener Volunteer Program at two Michigan rest stops. Beginning February 21, 2006, another Master Gardener Volunteer Program core curriculum class will begin. Classes will be held on Tuesday evenings from 6 -10 p.m. for 13 weeks.

Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative -

Building Strong Families Program: This quarter MSU Extension program associates and educators delivered the parenting program with 54 home visits. At the YWCA Family Enrichment Program, MSU Extension staff conducted four evening sessions with five families. Evening classes were provided to seven young men at the Parmenter House in the fourth quarter.

Family Nutrition Program: The nutrition program was delivered to Bay County families through 72 home visits in the fourth quarter. At the YWCA Family Enrichment Program the program was delivered to five families. The class series was also delivered to the

Rainbow Senior site, Head Start classrooms, Head Start teachers, Families Reading Together program and Work First in the fourth quarter. Additionally, information about nutrition was handed out to 160 people at a commodities distribution center.

Breast Feeding Initiatives Program: There were a total 259 direct contacts through home visits, hospital visits, phone calls for educational purposes or one-on-one visits at the WIC office in the fourth quarter.

Better Kid Care: A 36-hour training was held in November 2005. All 10 participants completed every session. For those participants that are seeking their child care license, one was waiting for orientation and two were finishing their paper work to send into Lansing in the fourth quarter; two are working in a group home. In November, six participants were trained in the 18-hour relative care training and all have sent in the paperwork to receive their \$150.00 incentive for receiving training. One of those participants re-took the training just to get her license and take in more children into her daycare.

CPR and first aid training was held for 36 Head Start teachers in three different sessions. We continue to hold a strong relationship with Head Start using the BKC Phase I satellite series programming for training, which is used by Head Start as continuing education training. MSU Extension staff assisted MSU Extension Arenac County in their 36-hour training that was held in October with three participants. One participant works in a daycare in Pinconning and needed the training for her educational units.

Also in the fourth quarter, 10 Bay County parents took an active role in the Peer Language Review for the Parenting the Preschooler curriculum held in November. The MSU Extension Building Strong Family campus staff is developing the curriculum, of which MSUE Bay is one of the pilot counties. The participants included parents that had a child aged three to five years. All parents that took part in this review were present and past Building Strong Families participants. At the end of the review each participant received several children's books and a check for \$50 for their participation. The total was \$750 that went back into the community.

Throughout the quarter, 67 adults participated in the Fantastic Food Challenge study. The adults were present or past participants of Building Strong Families, Breastfeeding Initiative, or Family Nutrition Program. This is a study being done by research teams from Michigan State University Extension and Michigan State University. The participants were asked to review nutrition information and take a pre-test. A week later they were asked to take a post-test without reviewing the information. After the post test was taken, each participant received a \$40 Meijer Gift Card. All 67 participants completed the study and \$2,680 went back into the community.

On November 5, 2005, a community rummage sale was held at the Bay County Community Center (who donated the gym space). With collaboration from Successful

Futures, Michigan State University Extension, and the Bay County Health Department, over six hundred dollars was raised which went directly back into the community through Successful Futures to purchase emergency needs items like diapers and formula for program clients.

Children, Youth, and Family Programs: 4-H Youth Programs – This quarter 4-H continues to develop new programming, while also preparing to honor members and leaders at the annual awards banquets for the past programming year efforts. The 4-H Horse Advisory Council had a wreath fundraiser to support renovations to the Bay County Fairgrounds horse arena. This 4-H organization is made up of leaders and members in the Bay County community; their main focus is the improvement of the Bay County horse program as a whole. Another annual educational event that 4-H staff have just completed is annual leader training. Typically held each October, all Bay County volunteer leaders must complete leader training to better hone their leadership and club administering skills and to learn about upcoming 4-H events and the local and state level.

Successful Futures- Successful Futures staff made 175 home visits and then made referrals to 234 agencies to service our local families in need. With collaboration from Bay County, Michigan State University Extension, and the Bay County Health Department, Successful Futures staff put on a community rummage sale November 5, from household items donated to Successful Futures from the community. Over six hundred dollars was raised, which went directly back into the community through the Successful Futures program to purchase emergency needs items like diapers and formula for program clients. Donated items that were not sold that day were then, in turn, donated to local organizations like the Salvation Army and Goodwill. Successful Futures staff received scholarships to attend Michigan's Annual Infant Mental Health Conference, which enabled them to receive up-to-date training relative to children with special needs and other mental health disorders.

Community and Economic Development-MSU Extension Bay County staff continue to work on the Website for the Bay County Citizens Corps Council. Additionally, under homeland security and working with the Local Planning Team (LPT), staff begins to develop the educational component to train fire and rescue workers on FireTrax incident scene management software. The MSU Extension staff continued to work toward outreach to the community by reviewing MSU's civil rights policy through a series of staff meetings. MSU Extension Bay County worked with MSU Extension Arenac and Gladwin counties to offer a seven-week Citizen Planner program for local zoning and planning officials on February 9, 2006, which will be held at the Pinconning Library.

PERSONNEL & EMPLOYEE RELATIONS:

Activity during the fourth quarter was focused on the following:

Contract negotiations: Negotiations were initiated with 5 of the 10 county bargaining units. These include the U.S.W.A., B.C.A.M.P.S., Circuit Court-G.E.L.C., District Court-A.F.S.C.M.E., and Probate Court-U.S.W.A. Negotiations with the remaining units will begin shortly after the beginning of 2006. Though no agreements have been reached thus far, the negotiations have been proceeding on a positive course.

Budget Preparation: The Personnel Department budget was completed and approved by Administration and the Board of Commissioners.

Reclassification: Reclassification requests were reviewed with 4 out of 12 requests being approved.

Work Process Improvement: A project was initiated with the Information Systems Department to assess and re-design work processes to improve productivity and effectiveness.

Training Coordinator

The Training Coordinator held blood borne pathogen training for maintenance employees in county facilities. Sue Guc, Health Dept. conducted the two training sessions. A total of 27 employees attended from four different facilities.

Intranet Development: A leader toolkit is approximately 50% developed and is located on the new Bay County intranet in an "on hold" status. This site will serve as a fingertip resource for finding organizational and leadership information for supervisors.

United Way: The 2005 United Way campaign was conducted this quarter. A total of \$13,606 was collected from 20.5% of Bay County employees. This is a decrease in total gifts and percent participation from previous years. While several new approaches were used for this year's campaign, the economy and decrease in employees are factors contributing to the results for the year.

Personal Training: The Training Coordinator attended Easy Web training provided by Brian Dick. This training was instrumental in developing the leader toolkit for the intranet.

RECREATION & YOUTH DEVELOPMENT

Juvenile Home

Effective December 1, 2005 the juvenile home is now licensed to provide residential treatment. This new designation is part of the continuing evolution of our secure substance abuse treatment program. Licensure for residential treatment has brought about many positive changes including some new procedures and forms governing

admission and discharge. We continue to work with our various partners, the courts, Kairos, and other community organizations to strengthen the program. Our efforts are being well rewarded with positive feedback from the youth, parents, and referral sources. For the quarter ending December 31, 2005 both programs generated the following activities.

Program	Admissions	Childcare Days (one child for one day)
Detention	100	1,195
Substance Abuse	13	910
Total		

As part of our on-going staff development activities staff training was provided in blood borne pathogens, confidentiality, and role clarification. We also had an excellent training on mental health issues and treatment opportunities provided by Bay Arenac Behavioral Health.

Golf Course

The golf course closed for the season in early November. Our efforts have turned to preparing the course for the 2006 season. We are in the process of conducting annual equipment maintenance, a review of procedures, and planning for 2006 activities.

Civic Arena

The arena continues to be very busy. The high school hockey season began in October with both the Bay Area Thunder and Bay City Wolves practicing and competing several times each week. We did experience a slight decline (17 teams for 2005 compared to 21 for 2004) in our Thanksgiving Weekend youth hockey tournament. We attribute the decline to more competition, as many other arenas are now offering a similar tournament.

Although 2005-06 hockey registrations do not conclude until Summer 2006, we have experienced some good growth in our programming as illustrated by the following tables. Please note the 2005-06 numbers are not final, additional registrations will occur during the 2006 Spring and Summer programs. Overall compared to when we began operations in 2000, adult hockey participation has grown over 13% while the youth program has grown over 7%. Given the number of people, especially youth that transition from one sport to another, the growth pattern compares favorably to national trends.

Adult Hockey League Registrations

Season	# Registered	Change from 2000	% change from 2000
2000-01	317	n/a	n/a
2001-02	320	3	1%
2002-03	355	38	12%
2003-04	343	26	8%
2004-05	359	42	13%
2005-06	320	3	1%

Youth Hockey League Registrations

Season	# Registered	Change from 2000	% change from 2000
2000-01	387	n/a	n/a
2001-02	386	-1	0%
2002-03	351	-36	-9%
2003-04	422	35	9%
2004-05	413	26	7%
2005-06	316	-71	-18%

The arena continues to develop its marketing efforts. New advertising sponsorships have been obtained from Buffalo Wild Wings, the Saginaw Spirit, Bay Regional Medical Center, and Price's Auto Service. Efforts are well underway to increase the number of middle school children participating in open skating. We have made arrangements to offer a new middle school public skate on Saturday evenings featuring a DJ, special lighting and other activities just for this age group. Lastly, we are in the process of developing a new adult league board to govern and plan activities for our many adult hockey players.

Community Corrections

The Bay County Community Corrections Advisory Board welcomes Rene Jacobs as the new contracted Pre-Trial Specialist. Rene was previously employed with the Women's Center of Bay County.

Overall Prison commitment rate for felony offenders as of 12/31/05 was 22%, 110 of 500 felony offenders sentenced to prison. Bay County's goal is 23% or less. Prison commitment rate for straddle cell offenders is 40.22%, 35 of 87 straddle cell offenders. The State average for this population is 34%. Many straddle cell offenders sentenced to prison are probation violators committing a new crime or parole violators committing a new crime. Bay County is met prison commitment goals for the 2005 grant year.

Community Corrections Coordinator will be attending the Annual Office of Community Corrections Meeting on January 18-19, 2006. The Pre-Trial Specialist will be attending on January 19, 2006.